

Financial Assistant Specialist

The Bowling Green-Warren County Regional Airport will be accepting applications for a full time Financial Assistant Specialist. Full-time, Mon.-Fri. 8:00-4:30, permanent position; duties include answering phones, filing, computer work, performing payroll, accounts receivable, accounts payable, human resource tasks, maintaining grant funding, maintaining office equipment, utilizing Sage 50 Accounting, and assisting office staff with additional office duties. The ideal candidate should have prior office experience, be professional and personable, and have experience on Accounting Software and Microsoft Office programs. An application is required and can be obtained at the **Bowling Green-Warren County Regional Airport Manager's Office, 1000 Woodhurst Street, 2nd Floor, Suite 210, or on the Airport's website www.bgwcairport.org.** Applications must be turned in to our office no at the Airport Manager's Office between 8:00 am and 4:30 pm. *The deadline is October 18 at 4:00 p.m.*